

**Child Care Center
Feasibility/Plan Review Checklist**

Outdoor Play Areas <ul style="list-style-type: none"><input type="checkbox"/> Route – Safe and Reachable Method<input type="checkbox"/> Supervision<input type="checkbox"/> Water Safety – Certified Lifeguard<input type="checkbox"/> Fence<input type="checkbox"/> Licensing Approval<input type="checkbox"/> Other	Bathrooms <ul style="list-style-type: none"><input type="checkbox"/> Ratios: 1:15 toilets (including staff)<input type="checkbox"/> Toilet Location – Hand washing sink<input type="checkbox"/> Toilet and Sink Height (age appropriate)<input type="checkbox"/> Vented to the outside<input type="checkbox"/> Urinals<input type="checkbox"/> Privacy Needs<input type="checkbox"/> Other
Sewage and Liquid Waste <ul style="list-style-type: none"><input type="checkbox"/> Septic Approval, as built, design, location and maintenance plan<input type="checkbox"/> Septic Location – Playground not to interfere with access to, or operation of, on-site sewage system including the drain field and venting is not located on the playground<input type="checkbox"/> Other	Public Water System <ul style="list-style-type: none"><input type="checkbox"/> Public water system - approved by and maintained in compliance with the Department of Health or Local Health Jurisdiction<input type="checkbox"/> Potable water approved for Child Care Center use<input type="checkbox"/> Other
Classrooms <ul style="list-style-type: none"><input type="checkbox"/> Capacity<input type="checkbox"/> Flooring<input type="checkbox"/> Other	Water Supply <ul style="list-style-type: none"><input type="checkbox"/> Local Department of Health Approval<input type="checkbox"/> Water Temperature<input type="checkbox"/> Other
Lights / Fixtures / Bulbs <ul style="list-style-type: none"><input type="checkbox"/> Emergency Lighting/Fire Marshal Requirement<input type="checkbox"/> Covered or Shielded<input type="checkbox"/> Other	Water Fountains <ul style="list-style-type: none"><input type="checkbox"/> Hand Washing Sinks – Attached<input type="checkbox"/> Other
Storage <ul style="list-style-type: none"><input type="checkbox"/> Individual Belongings<input type="checkbox"/> Food<input type="checkbox"/> Toxics<input type="checkbox"/> Other	Sinks <ul style="list-style-type: none"><input type="checkbox"/> Hand Washing, Classrooms, Kitchen<input type="checkbox"/> Food and Bottle Preparation<input type="checkbox"/> Utility<input type="checkbox"/> Other
<input type="checkbox"/> Premises <ul style="list-style-type: none"><input type="checkbox"/> Other	<input type="checkbox"/> Egresses <ul style="list-style-type: none"><input type="checkbox"/> Other
<input type="checkbox"/> Ventilation <ul style="list-style-type: none"><input type="checkbox"/> Other	<input type="checkbox"/> Safe location for ill child <ul style="list-style-type: none"><input type="checkbox"/> Other
Diaper Changing <ul style="list-style-type: none"><input type="checkbox"/> Location – Adjacent Hand Washing Sink<input type="checkbox"/> Flooring – Moisture Impervious<input type="checkbox"/> Sink Location – Hand Washing<input type="checkbox"/> Barrier<input type="checkbox"/> Other	Kitchen <ul style="list-style-type: none"><input type="checkbox"/> Access to children – Supervision for Kitchen activities<input type="checkbox"/> Hood vented to the outside - or restricted menu<input type="checkbox"/> Storage<input type="checkbox"/> Dishwasher<input type="checkbox"/> Separate Hand Washing Sink<input type="checkbox"/> Other
Laundry <ul style="list-style-type: none"><input type="checkbox"/> Access to Children<input type="checkbox"/> Dryer Ventilated to the outside of the building	Janitorial Closet <ul style="list-style-type: none"><input type="checkbox"/> Storage – Combustibles, Flammables<input type="checkbox"/> Vented to outside of the building

[illegible]

WAC 170-295-0040 Do I have to follow any other regulations or have any other inspections?

Prior to becoming licensed by us to operate a child care center, you must:

- ☐ Have a certificate of occupancy issued by your local building department, and
- ☐ Be inspected by the state fire marshal.
- ☐ In addition to the requirements of this chapter, you are also responsible for complying with any local building ordinances. Local officials are responsible for enforcing city ordinances and county codes, such as zoning and building regulations. You must contact your local building jurisdiction to determine if local ordinances are different than our standards. If you encounter conflicts or differing interpretations, contact us immediately.
- ☐ We must notify the local planning office of your intent to operate a child care center within the local jurisdiction
- ☐ Other state agencies such as Labor and Industries, the State Fire Marshall, and the Department of Health have regulations that apply to child care centers. You are responsible to contact those agencies to obtain their regulations. The other agencies are responsible for monitoring and enforcing their regulations.

WAC 170-295-0060 What are the requirements for applying for a license to operate a child care center?

The application package for licensure must include the following attachments:

- ☐ Floor Plan of the facility drawn to scale;
- ☐ A copy of your Health Care Plan reviewed and signed by an advisory physician, physician's assistant, or registered nurse
- ☐ A copy of your policies and procedures that you give to parents, and
- ☐ A copy of your occupancy permit
- ☐ You must submit your application and reapplication ninety (90) or more calendar days before the date:
 - ☐ You expect to open your new center
 - ☐ Your current license is scheduled to expire
 - ☐ You expect to relocate your center
 - ☐ You expect to change licensee, or
 - ☐ You expect a change in your license category

DEL will not issue a license to you until the Health Specialist and the State Fire Marshal's Office have inspected and approved your center.

Name of Facility/ Provider

Phone / email

Licenser Name

Phone/email
